



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY QUARTERMASTER CENTER AND SCHOOL  
ARMY CENTER OF EXCELLENCE, SUBSISTENCE  
1201 22D STREET  
FORT LEE, VIRGINIA 23801-1601

ATSM-CES-OC

7 August 2006

MEMORANDUM FOR Installation Management Agency, Food Program  
Managers, Army Senior Tactical Food Advisors (Div/Sep Bde.)

SUBJECT: Standard Procedure for Requesting Off-Site Food Service Contract  
Management Training (FSCM).

1. PURPOSE: To establish policies, responsibilities and procedures for installations requesting off-site instruction and certification of the FSCM by ACES personnel. These procedures, will aid in scheduling, cost control and effective use of limited personnel resources. Adherence will also ensure that installations requiring this service receive value added through training of assigned personnel.

2. GENERAL: The FSCM training presentation is an intense 1-week course of instruction designed to train and functionally certify Food Service Personnel to perform as Contracting Officer's Representatives (COR) and Performance Assessment Evaluators (PAE) within food service contracts. Evaluating food service sanitation requirements and standards is incorporated into the program of instruction as part of the Performance Assessment Program training. Designation as CORs comes only from the responsible contracting officer. This training provides the focus on preparing personnel to perform as CORs maintaining communications with their contracting officer and contractor.

a. A primary focus of the training is to introduce personnel to performance-based work statements and performance-based assessment plans. Emphasis is placed on procedures to properly evaluate performance and effectively communicate with contractors and with contracting officers.

b. Fundamentals of contracting, contracting policy, and the duties, responsibilities and limitations of the COR are stressed throughout this training. Personnel also become familiar with the principles of the Hazard Analysis and Critical Control Points (HACCP) program and the mandates of TB Med. 530 as relates to safe food practices. These principles and guidelines are built into performance assessment plans.

c. Army personnel designated as CORs are required by AR 30-22 to be initially certified by completion of this training and re-certified every 5 years. Students successfully completing the examination will receive a Quartermaster Center Certificate of Completion signed by the Director of ACES for their records.

d. The training is offered at Ft. Lee several times each calendar year. Enrollment priority is given to performing CORs, individuals who anticipate being designated a COR, Food Program Managers (FPM), Food Advisors, Food Operations Sergeants, Performance Assessment Evaluators, and other command approved personnel.

3. REQUESTING OFF-SITE SUPPORT: Due to limited personnel resources and a growing need for installation level presentation of this training the following is hereby implemented and must be adhered to.

a. Installation Food Program Managers/Tactical Food Advisors may initiate requests for support in letter format.

b. Requests must be in writing and provide the following as a minimum:

(1) Request for local presentation of the FSCM training.

(2) Requested dates of the class presentation.

(3) Statement certifying number of students who are committed to attend the class (must be 15 or more). Students must be excused from other duties. Students who miss 4 or more hours (total) will be excused from the class and will not take the exam or receive the Certificate of Training. Exception can be made for emergencies based on the lead instructor's decision and determination that the student can achieve the desired level of learning.

(4) A completed, approved, signed DD Form 1556-1 (Request, Authorization, Certification of Training) must be submitted for each student. Classes with less than fifteen students will not be considered.

(5) Changes to rosters after arrival of the instructors must be kept to a minimum and can result in a lack of sufficient materials, delays in students receiving certificates and additional cost to the installation. Serious consideration must be given to the selection of students. Senior personnel (All Warrant Officers and Non-Commissioned Officers E7-E9) should be chosen and mandated as attendees first. Staff Sergeants (E-6) and Sergeant (E-5) should receive consideration after enrollment of senior personnel. Personnel below the grade of E-5 are not normally assigned to this class. These soldiers may be considered if their duty position will justify their attendance. DA Civilians assigned as CORs or Performance Assessment Evaluators should also be afforded the opportunity to attend this class when presented at the installation level.

(6) Statement certifying that requesting installation funds are available to pay travel and per diem costs of instructors (2) and material shipping costs. Funds must be forwarded to ACES by MIPR prior to travel of instructors.

c. Requests must be approved and signed by the commander furnishing the funding for the training.

d. Command approved requests should be forwarded to Mr. David Staples, Chief, Concepts, Systems & Policy Division, Operations Directorate, ACES at the following address:

US Army Quartermaster Center & School  
Army Center of Excellence, Subsistence  
ATTN ATSM CES OC (Mr. Staples)  
1201 22<sup>nd</sup> Street  
Fort Lee, Virginia 23801-1601

#### 4. APPROVING REQUESTS FOR OFF-SITE SUPPORT:

a. The Chief, CSPD ACES will recommend approval/disapproval of installation requests based on availability of instructors and projected mission load. Recommendations will be forwarded to the Director of Operations, ACES.

b. The Director of Operations, ACES will provide concurrence/non-concurrence with the recommendation of the Chief, CSPD and forward the request to the Director of ACES.

c. The Director of ACES will be the final approval/disapproval authority for all requests for off-site FSCM training support.

5. ACTION OFFICERS (Instructors): ACES action officers will notify requesting installations of final action on their requests. Action officers will:

a. Coordinate student registration with the requesting official.

b. Coordinate classroom and material support requirements with the requesting official.

c. Ship class materials to the address provided by the requesting official in time for class presentation.

d. Provide classroom instruction, assistance as needed, and administer a class end examination.

6. Points of Contact for this procedure are: Mr. Richard A. Harsh, Phone: 804-734-4832, email: [harshr@lee.army.mil](mailto:harshr@lee.army.mil) or Ms. Cara Vartuli-Dusablon, Phone: 804-734-4842, email: [Cara.Vartulidusablon@lee.army.mil](mailto:Cara.Vartulidusablon@lee.army.mil).



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